

FINANCIAL MANAGEMENT DIVISION



TRAVEL TIDBITS

“ONE APHIS - - SHARING INFORMATION”

November 2003

This is the seventh issuance of “Travel Tidbits” for 2003. Travel Tidbits are designed to provide Agency personnel with the current policies and procedures relating to federal travel and transportation practices. Travel Tidbits will be emailed to program travel contacts on a monthly basis and they are also available online at

www.aphis.usda.gov/mrpbs/travel.html.

The information provided is obtained from General Services Administration’s (GSA) Board of Contract Appeals (BCA) Decisions, Comptroller General (CG) Decisions, Departmental and Agency policy, as well as, the Federal Travel Regulations (FTR). This publication is to be used as a tool to assist with the interpretation of travel regulations and to provide instructions of travel processes.

NON – GOVERNMENT, INVITATIONAL TRAVELERS AND INTERVIEWEES

The Agency may pay travel expenses for persons who are employed intermittently in government service, such as a contractor, advisor, expert or consultant, or individuals serving without pay or at \$1 per year such as invitational travelers. The Agency may also pay travel expenses of interviewees performing pre-employment interview travel.

Block 25 on the AD-202, Travel Authorization/Advance should indicate purpose code 11 for a pre-employment interview and purpose code 10 for all other types of travelers mentioned above.

Block 19 should be chosen on the AD-202 to indicate that the traveler’s employment status is non-government.

ESTABLISHING NON-GOVERNMENT INDIVIDUALS AS SUPPLEMENTAL EMPLOYEES

A request must be sent to the National Finance Center, New Orleans and to the MRP Minneapolis Business Site, Accounting Section to establish a non-government or invitational traveler as a supplemental employee. The request may be sent electronically via email to Loyce.Ragas@nfc.gov and [Roy R Mattson@usda.gov](mailto:Roy.R.Mattson@usda.gov). The following information must be included in the request:

1. traveler's name
2. traveler's social security number
3. traveler's address
4. agency code
5. paying agency's T&A contact point number
6. paying agency's organizational structure code number
7. paying agency's accounting *station* code

PAYING TRAVEL EXPENSES

TRANSPORTATION

Make common carrier reservations using the Agency's Travel Management Center (TMC), Carlson Wagonlit, (877) 832-6579 and bill the expenses to a centrally billed account (GVTS). Upon the completion of the reservation, contact the APHIS, Travel Services Center (301) 734-5361 to authorize the charges.

LODGING, MEALS AND MISCELLANEOUS EXPENSES

Pre-employment Interviewees

The interviewees will pay their expenses and receive reimbursement for allowable travel expenses upon the submission and approval of his/her travel claim.

Other Non-Government Persons

May pay their expenses out-of-pocket and receive reimbursement for allowable travel expenses upon the submission and approval of his/her travel claim or request a travel advance up to the estimated cost of the allowable travel expenses.

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